Ateneo de Zamboanga University

**PURCHASING AND CUSTODIAL OFFICE**

**Local 1030-1033**

**TURN-OVER OF INVENTORY ITEMS**

 **Date:**

**Name of Office:**

|  |  |
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| **CATEGORY (Please check)** |  **ELECTRONIC EQUIPMENT COMPUTER AND ACCESORY FURNITURE/FIXTURE OTHERS** |
| **NAME OF ITEM** |  |
| **NO. OF UNIT(S)** |  |
| **DESCRIPTION/MODEL** |  |
| **BRAND NAME** |  |
| **SERIAL NO.** |  |
| **REASON FOR TURN-OVER** |  |

|  |  |
| --- | --- |
| **TURNED-OVER BY:**  **Signature over printed name** **Date**: **Local No.:** | **APPROVED BY:** **DEPARTMENT/UNIT/OFFICE HEAD****Date**: **Local No.:** |

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| ***FOR CITS OR PPO USE ONLY*** |
| **RECOMMENDATION:**  **DISPOSE TURN-OVER TO PCO** **REUSE/RECYCLE OTHER (specify):** | **REMARKS:** **Inspected by (PPO/CITS):**  **Signature over printed name** |

 \*All items, following assessment and recommendation by CITS or PPO must be turned-over to the

 **PURCHASING AND CUSTODIAL OFFICE (PCO**) for final processing.

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| ***PCO ACKNOWLEDGEMENT*** |
| **Received by: Position: Date:** **Signature over printed name** |
| **Noted by: CHRISTINE B. VELASQUEZ-CALUNOD Date:**  **PCO DIRECTOR** |

 ***REVISED 2024***

***Please file in triplicate copy***